

17 JUNE 1999



Security

JUVENILE CORRECTIONS PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 3 WG/JA (SSgt Melinda Reeder)
Supersedes 3WGI 31-209, 29 February 1999

Certified by: 3 WG/JA (Lt Col Michael H. Gilbert)
Pages: 6
Distribution: F

This instruction implements AFD 31-2, *Law Enforcement*, and provides the framework for disposition of juvenile misconduct cases and establishes the juvenile corrections board (JCB) to address such cases. It applies to all residents of Elmendorf AFB and nonresidents authorized to use base facilities and their guests.

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SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

1. Purpose. The JCB is an administrative body formed under the authority of the instruction. JCB takes or recommends actions to 3 WG/CC (Commander), or designee, who ensures misconduct of juveniles (see attachment 1) does not disrupt the good order, morale, and discipline of the wing, and ensures good neighbor standards of Pacific Air Forces Command (PACAF) are maintained on Elmendorf AFB.

2. Policy. Not every instance of juvenile misconduct will be brought before the JCB. Only those cases reflecting behavioral patterns serious enough to warrant command interest will be considered by the board. Every action by the board will be designed to encourage appropriate behavior by juveniles and to preserve good order and discipline on Elmendorf AFB.

3. Responsibilities:

3.1. Parents, guardians, or hosts (in the case of juvenile houseguests from off base) are responsible for the conduct of children in their charge and for ensuring compliance with applicable state and federal laws and governing Elmendorf AFB publications.

3.2. The installation commander (3 WG/CC) is responsible for maintaining good order on Elmendorf AFB, including ensuring acceptable conduct of all persons residing or visiting Elmendorf AFB.

4. Unattended Youth. The unattended youth policy is established to supervise youth activity, prevent youth misconduct, and ensure their safety. See listing below for policy guidance on unattended youth.

4.1. "Unattended" is defined as those youth who are not supervised by someone 12 years of age or older. For overnight stays, the supervising individual must be 16 years of age or older.

4.2. Only those youth 13 years of age or older may be left unattended overnight.

Curfew Hours

Age	Weekdays	Weekends & Holidays
15 AND UNDER	2200-0500	2300-0500
16-17	2400-0500	0100-0500

NOTE: Specific activities held on base for which permission has been received from the 3 SPTG/ CC to extend the curfew hours or written permission from the 3 SPTG/CC on a case-by-case basis such as off-base employment will be carried by the youth(s) in question.

Unattended Youth Policy

AGE	LEFT UNATTENDED IN QUARTERS*	PLAYGROUND UNATTENDED	LEFT IN CAR UNATTENDED	WALK TO SCHOOL ALONE
0-5	NO	NO	NO	NO
6-9	NO	YES	YES	YES
10-15	YES**	YES	YES	YES

16+ YES*** YES YES YES

NOTE: *Unattended youth are those youth who are not supervised by someone 12 years of age or older; **Only youths 13 years of age or older may be left unattended overnight; ***Babysitters must be 16 years of age or older for overnight stays.

5. Juvenile Corrections Program (JCP). At a minimum, the program will include a juvenile corrections board as a standing committee of Elmendorf AFB. The board will meet at the direction of the 3rd Wing Commander, or the designated representative, to review cases of juvenile misconduct. Cases will normally be referred to the board by the Deputy Commander, 3rd Support Group (3 SPTG/CD); however, case may also be referred by JCB members or through any commander with the consent of the wing commander or designee. The objective of the juvenile corrections program is to establish and to provide a means of rehabilitation for youth who commit acts of misconduct, including, but not limited to, violations of all governing laws, instructions, and regulations.

6. Composition of the JCB. The following positions, or their designated representatives will constitute the JCB:

- 6.1. 3 SPTG/CD (Chairperson).
- 6.2. 3 WG/JA.
- 6.3. 3 SFS/CC.
- 6.4. 3 WG/CCM.
- 6.5. First sergeant of the juvenile's military sponsor if the sponsor is enlisted or the squadron commander if the sponsor is an officer.

7. Juvenile Corrections Officer (JCO). The JCO will be appointed by the 3rd Wing Staff Judge Advocate to oversee the administration of the JCP. The JCP will:

- 7.1. Review all incident/complaint reports pertaining to youth that are obtained from the Security Forces Reports and Analysis Section.
- 7.2. Schedule a board when deemed appropriate by the chairperson.
- 7.3. Advise the board members of the appropriate uniform for duty (service dress) and the date and time of the scheduled JCB. The Legal Office will notify the military sponsor by letter through the sponsor's commander of the appropriate uniform to be worn (service dress) and location and time of the JCB. The JCO will verify that notification has been made by contacting the sponsor's commander or first sergeant.
- 7.4. Prepare a complete case report including a history of the juvenile for all members of the JCB.
- 7.5. Prepare appropriate initiation letter for JCB recommendations on serious misconduct.
- 7.6. Track sponsors' date eligible for return from overseas (DEROS) and destroy the juvenile's JCB records upon the family's permanent change of station (PCS), or the sponsor's separation from ser-

vice. Security Forces reports will be maintained in accordance with applicable records management tables and rules.

8. Purpose of the JCB. The JCB is not a judicial proceeding; it's an administrative forum under the authority of 3 WG/CC to hear the facts of alleged incidents of juvenile misconduct, make findings of fact, and assign appropriate punishment for juvenile misconduct. The chairperson of the JCB will decide and order the appropriate action after discussion with the other board members. The juvenile appearance before the JCB is voluntary. Juveniles brought before the JCB do not have the right to be represented by counsel, to remain silent, or to present witness. If a juvenile of the juvenile's sponsor does not agree to appear before the JCB, 3 WG/CC will address the incident through appropriate action, which may include barment or termination of military family housing.

9. Sponsor's Responsibility. The military sponsors of juveniles brought before the JCB must appear before the JCB with their juvenile family members. If the juvenile has a non-military parent, that parent also is strongly encouraged to appear with the juvenile. A military sponsor on temporary duty (TDY), who is unable to meet the JCB, will be notified of the JCB appointment by the sponsor's unit, and the current guardian of the juvenile then must bring the juvenile to appear before the JCB.

10. Actions of the JCB. The JCB may take appropriate action, including, but not limited to:

10.1. No further action or dismissal of allegations.

10.2. Oral reprimand.

10.3. Written reprimand.

10.4. Referral of the juvenile to the Elmendorf AFB Hospital, Family Advocacy, Mental Health Services, Chaplain Services, or other agencies for counseling, information, or referral.

10.5. Assigning community service hours to juveniles. The JCB will determine the number of hours to be assigned and the time in which the service must be completed. The military sponsor and military sponsor's unit will be responsible for monitoring completion of community service. Community service must be served on Elmendorf AFB. The military sponsor's squadron will notify 3 WG/JA when the juvenile's community service has been completed, certification of completion will include a statement by the agency for which the service was performed, the statement will specify the number of hours worked, the work performed, and the quality of the juvenile's work.

10.6. Assigning restitution.

10.7. Assigning restricted curfew.

10.8. Placing particular base areas and facilities off limits.

10.9. Recommending to the installation commander the barment of the juvenile from the installation.

10.10. Recommending to the installation commander the termination of government quarters of the sponsor.

11. Service of Actions. The military sponsor will immediately acknowledge receipt of the JCB's decision by endorsing the memorandum. The JCO will advise the parents, juvenile, and sponsor's unit, in writing, of the board results and the actions to be taken.

12. Disposition Instructions for Juvenile Records. Records will be kept by the JCO of each JCB session. The records will be kept by the juvenile's name and will include the juvenile's sponsor's DEROS. The JCO will track the sponsor's DEROS and will destroy the juvenile's JCB records upon the family's PCS or the sponsor's separation from the service. The JCO will maintain these records under the disposition instructions/authority of AFMAN 37-139, Table 31-1, Rule 1.01.

13. Command Action. The command action taken will be documented on the appropriate incident report and filed as prescribed by instructions governing the use of that incident report.

14. Completion of Actions. The sponsor's unit will ensure all assignments given by the JCB are carried out promptly and will report to the JCO when all actions are completed.

15. Appeals. Written appeals to actions taken by the JCB must be submitted through 3 WG/JA to 3 SPTG/CC within 10 calendar days of the board's decision. The decision by 3 SPTG/CC is final.

16. Failure to Comply. Failure of any conditions of the board's actions by the juvenile will be documented and sent to the JCB chairperson. When a juvenile fails to comply with a JCB assignment, the following actions may be taken (but are not limited to):

16.1. Letter of warning from the JCB chairman.

16.2. Rescheduling of the juvenile for the next JCB.

16.3. Recommending to the installation commander the barment of the juvenile from the installation.

16.4. Recommending to the installation commander the termination of government quarters of the sponsor.

17. Documentation. Command action taken in response to juvenile misconduct will be documented as appropriate. The 3 WG/JA will maintain documentation regarding juveniles and actions taken.

18. Officers (Colonel and Above). The 3 WG/CC will handle incidents of misconduct committed by juvenile family members of officers in the grade of colonel or above. Any punishment imposed by 3 WG/CC will not be subject to appeal and will be monitored by the same procedures discussed above.

JONATHAN S. GRATION, Colonel, USAF
Commander

Attachment 1

TERMS EXPLAINED

Terms

Juvenile--Synonymous with child and defined for the purpose of this instruction as an unmarried person under the age of 18 years. It's the policy of Elmendorf AFB, that, ordinarily, no child under the age of 10 years will appear before the JCB.

Misconduct--Any criminal act, violation of statute or regulation, or other behavior that does not conform to reasonable community standards of expected conduct.